

Minutes of the Elko County Library Board

October 25, 2012

Date, Time, and Place The meeting was called to order on Thursday, October 25 at 4:00 pm in the meeting room of the Elko County Library with president Wendy McClure-Porter presiding.

Attendance Russ Orr, Lora Minter, Lynne Volpi, Lane Diedrichsen, President Wendy McClure-Porter, and Commissioner Jeff Williams were present. Library Director Jeanette M. Hammons was present. Audience: Danny Gillins

Public Comment There was no public comment.

Ted Laibly donation

- Hammons reported that she contacted Attorney Randall Adams as directed by the Board. Mr. Adams stated that he had not done taxes in many years. He indicated that we would need to contact a tax attorney out of Reno. He then recommended that we contact a CPA regarding our questions.
- Hammons reported that she contacted Read & Powell. She spoke with Dave Malone. Mr. Malone agreed to review the documents relating to the Municipal Bonds donation, NRS 355, NRS 379.026, and Elko County's Investment Policy. After his review Mr. Malone recommended the bonds be sold because a. the bond fund was not "A" rated or above and b. the fund is leveraged 39% which is very aggressive. Both reasons are addressed in NRS 355.170 and 355.171.
- Hammons informed the Board that there would be a commission fee for selling the bonds. Gillins stated that he is discounting it as far down as Morgan Stanley will allow. It will be approximately \$225.

Volpi motioned to authorize Danny Gillins, of Morgan Stanley, to sell the Municipal bonds with a second by Diedrichsen. Unanimous, McClure-Porter voted aye. Motion carried.

- Danny Gillins provided the current interest rates for different CDs. The interest rates ranged from .4% to .5%.

Orr motioned to authorize Danny Gillins, of Morgan Stanley, to place the funds from the sale of the bonds under the tax ID number obtained when opening the "Elko County Library Gift Account" and into a 12 month CD, at a .5% interest rate, with a second by Volpi. Unanimous, McClure-Porter voted aye. Motion carried.

- Hammons informed the Board that she would like to use the funds from the matured CD to have the non-fiction collection evaluated by a vendor who would also be able to inform us as to what are the current books available in the areas needing to be "beefed up". This need has come about from the System-wide weeding that was done this last year and from the Needs Assessment. She did not have any figures at this time as she has not received this information from the vendors yet. Hammons will provide figures for having the non-fiction collection for the entire Library System evaluated for next month's meeting.

Minter motioned to authorize Danny Gillins, of Morgan Stanley, to place the funds from the matured CDs under the tax ID number obtained when opening the "Elko County Library Gift Account" with a second by Orr.

**Wells Fargo
Account**

- Hammons reported that she contacted Kafoury-Armstrong regarding the Wells Fargo account. She spoke with Bob Heguy who indicated that an audit was not necessary as he had reviewed the procedures followed for this account with the library's bookkeeper. He recommended that a reconciliation be done. He gave an estimate that 3 hours would be necessary for a one year period reconciliation. One of their bookkeepers could do it. They charge around \$60-\$65 per hour. Hammons recommended that a reconciliation be conducted from the time the account was opened as of February 4, 2011 to show that due diligence is being done. She also recommended using Kafoury-Armstrong as they are familiar with county operations.

Volpi motioned to authorize a reconciliation of the Wells Fargo account be conducted from the time the account was opened to the present, utilizing Kafoury-Armstrong, with a second by Minter. Unanimous, McClure-Porter voted aye. Motion carried.

**Trustee
Business**

- McClure-Porter requested that election of officers be placed on the November agenda.

**Public
Comment**

- Commissioner Williams asked for a status report on the library's roof. Hammons indicated there have been no further leaks to date.

Adjournment

- Commissioner Williams requested that Hammons set up a meeting with him upon her return from vacation to review monies and statistics for the Bookmobile.

The meeting adjourned at approximately 4:35. The next regularly scheduled meeting of Library Board of Trustees is November 13, 2012 at 4:00 pm in the meeting room of the Elko County Library.

DRAFT VERSION: HAS NOT BEEN APPROVED BY THE BOARD